

Rajasthan Urja Vikas & IT Serviced Limited, RUVITL

User Manual for Bill Verification System

June 2026

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1. Introduction

Rajasthan Urja Vikas and IT Services Limited (RUVITL) is responsible for managing procurement and sale of electricity and ensure availability of electricity for Distribution Companies in the State of Rajasthan on short term, medium term and long-term basis.

Currently, energy and associated bills received from various inter-state and intra-state generating companies are manually verified and processed by RUVITL before being shared with the respective Discoms. The bill settlement process, including compilation and verification of billing data from multiple generating companies, is largely manual, resulting in considerable time and effort in bill processing and reconciliation.

In the process, Rajasthan Urja Vikas and IT Services Limited (RUVITL) has implemented an online Bill Management and Payment Prioritization System to streamline the submission, verification, and processing of monthly bills received from various generating companies. The system aims to replace the existing manual bill submission process with a secure, transparent, and efficient digital platform.

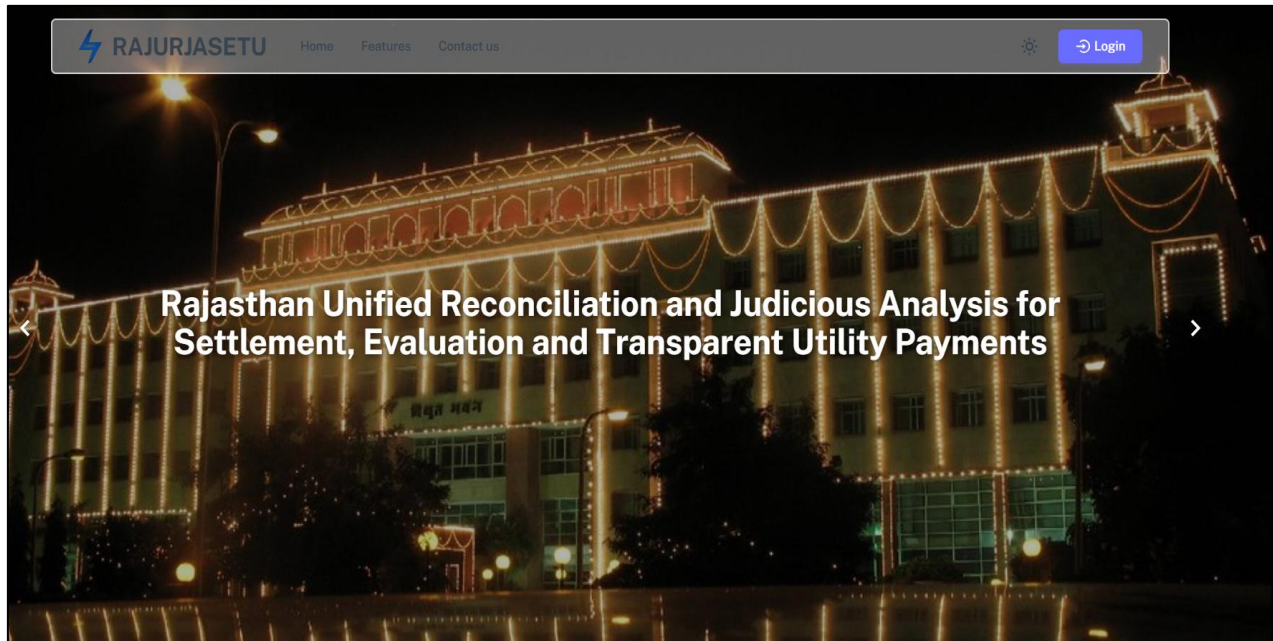
Through this portal, authorized representatives of generating companies can submit monthly energy and associated bills, upload supporting documents, track the status of submitted bills, and respond to observations or queries raised during the verification process. The system facilitates timely exchange of information between generating companies and RUVITL, thereby reducing manual effort, improving data accuracy, and enabling faster bill processing.

This User Manual has been prepared to assist generating companies in understanding and using the portal for monthly bill submission. It provides step-by-step guidance on accessing the system, submitting bills, uploading supporting documents, monitoring bill status, and managing bill-related communications with RUVITL.

Users are advised to carefully follow the instructions provided in this manual to ensure smooth and timely submission of bills through the portal.

2. Generator Registration

Step 1: On Entering URL: <https://rajurjasetu.rajasthan.gov.in/> user shall see the Log in screen.



Step 2: Click on the Login for redirecting the user for user authentication process. The user shall view the following page.

The screenshot shows the Sign In page of the RAJURJASETU system. On the left, there is a purple sidebar with the text "Welcome to RAJURJASETU" and a description: "Your gateway to seamless power distribution and management in Rajasthan Urja Vikas and IT Services Limited." Below this, there is a list of features: Automating Power Bill Verification & Payment Prioritisation, Smart Automation for Faster Transparent Settlements, One Platform for Transparent Power Bill Settlement, Digitising Energy Payments with Accuracy & Speed, and Maximise Rebate • Minimise LPS • Ensure Compliance. On the right, there is a light blue box containing the "Sign In" section. It features the RUVITL logo, a "Sign In" heading, and two tabs: "Employee" (selected) and "Generator". Below the tabs are input fields for "Username" and "Password". A CAPTCHA image with the number "60174" is displayed, along with a "Refresh CAPTCHA" button. Below the CAPTCHA is an "Enter CAPTCHA" input field. At the bottom of the sign-in box are two buttons: "Sign In" and "Login with Biometrics".

Step 3: Click on Generator and then click on “New User? Register as Generator”

←

Welcome to
RAJURJASETU

Your gateway to seamless power distribution and management in Rajasthan Urja Vikas and IT Services Limited.

- Automating Power Bill Verification & Payment Prioritisation
- Smart Automation for Faster Transparent Settlements
- One Platform for Transparent Power Bill Settlement
- Digitising Energy Payments with Accuracy & Speed
- Maximise Rebate • Minimise LPS • Ensure Compliance

RUVITL

Sign In

Employee **Generator**

Registered Email Address

Send OTP

New user? Register as Generator

Step 4: The following page shall open

RUVITL

Register

Create your Generator account

Full Name

Phone Number

Email Address

Send OTP

Already registered? [Login](#)

Step 5: Fill the following details and click on **Send OTP**

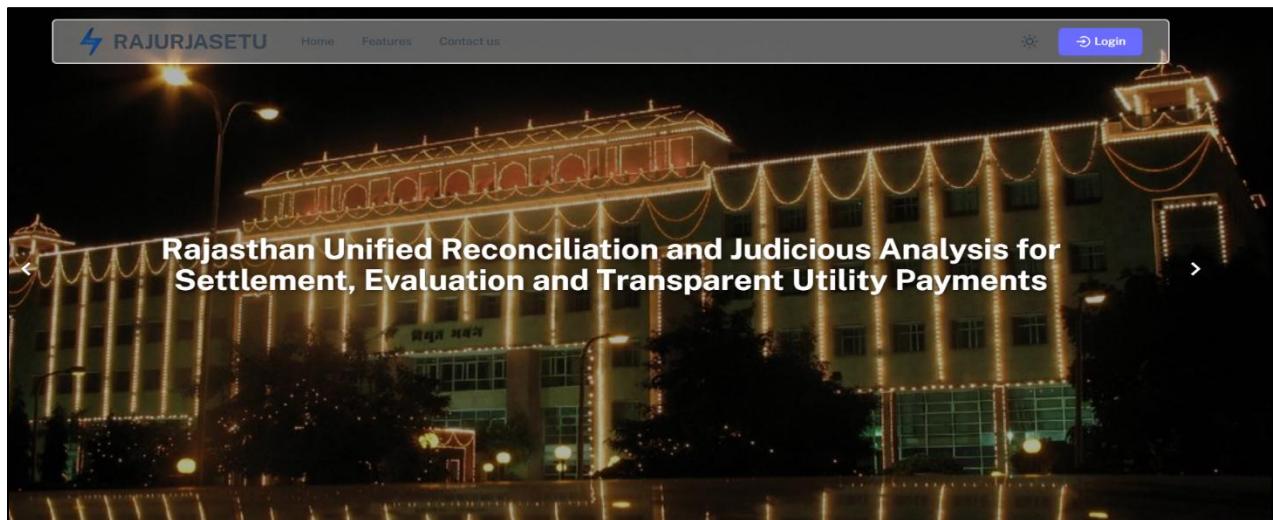
- User Name
- Phone Number
- Mail ID

Step 6: An OTP will be sent to the registered mobile number and email ID. Enter the OTP

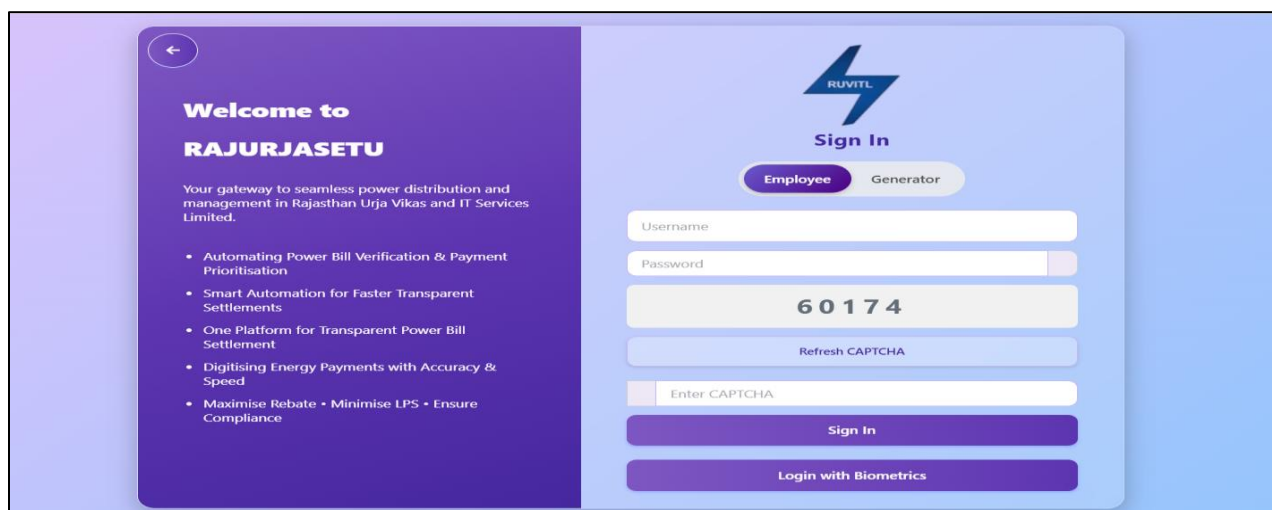
Step 7: Upon entering on the OTP, the user will be registered in the system.

3. Generator Sign in (After Completion of Registration Process)

Step 1: On Entering URL: <https://rajurjasetu.in/> user can see the below displayed screen.



Step 2: Click on the Login button on the top right for directing the user to Log in screen as shown below.



Step 3: Click on Generator. The following screen will be displayed.

Welcome to RAJURJASETU

Your gateway to seamless power distribution and management in Rajasthan Urja Vikas and IT Services Limited.

- Automating Power Bill Verification & Payment Prioritisation
- Smart Automation for Faster Transparent Settlements
- One Platform for Transparent Power Bill Settlement
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- Maximise Rebate • Minimise LPS • Ensure Compliance

Sign In

Employee **Generator**

Registered Email Address

Send OTP

New user? Register as Generator

Step 4: Enter the registered mail ID or Mobile No and click on ‘Send OTP’.

- The user shall receive an OTP on the registered mail ID.
- Enter the received OTP in the system. User Shall be directed to the landing page as shown below.

My Generators

Existing Generator? + Request Access New Generator? + Request New Generator

Status: Restricted Apply Filter

Show 10 entries Search:

Name	Capacity	Category	SubCategory	Scheme	Phase	PPA	Status	Action
No generators found with Restricted status.								

Showing 0 to 0 of 0 entries Previous Next

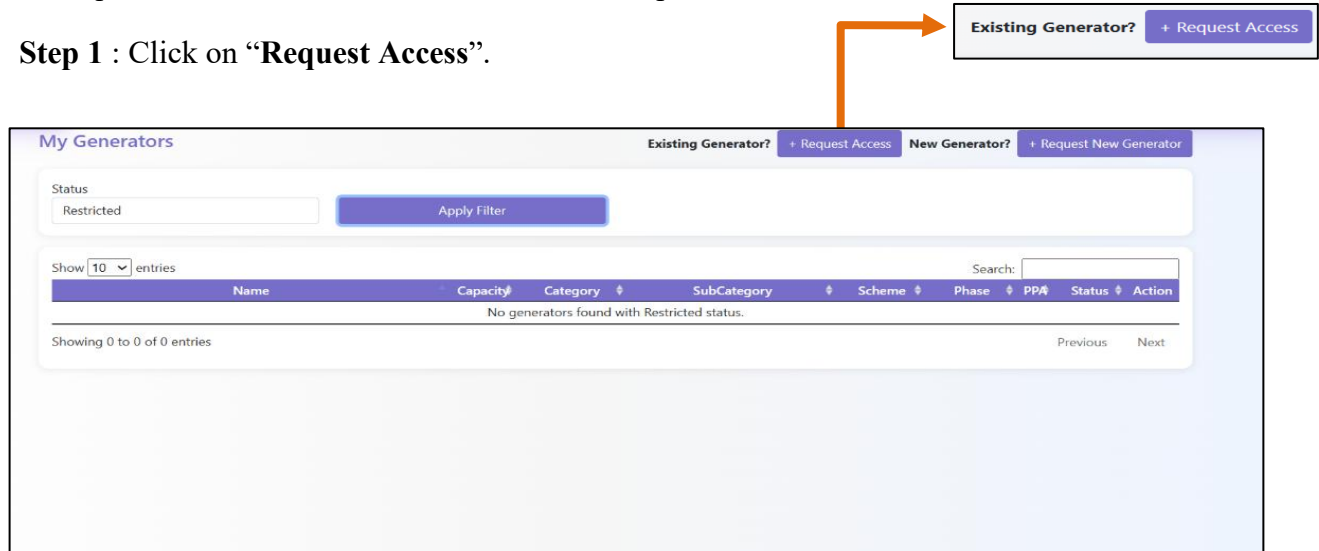
4. Generator Access (Existing Generators)

The user must obtain access to the respective generator account details before performing any billing-related activities in the system. To request access, the user is required to submit an access

request to RUVITL through the prescribed process. The request will be reviewed and approved by the authorized RUVITL officials. The same shall be notified through their registered Mail ID. Upon successful approval, the user will be granted access to the approved list of generators mapped with their user account. The user can now log in to the portal, view the generator details, and submit monthly bills along with the required supporting documents for verification and processing by RUVITL.

To request access, the user needs to follow the steps outlined below.

Step 1 : Click on “Request Access”.



Step 2: The following page will open.

The screenshot shows a modal form titled 'Request Access' overlaid on the 'My Generators' page. The form contains several sections:

- Category**: A dropdown menu labeled 'Select Category'.
- Subcategory**: A dropdown menu labeled 'Select Subcategory'.
- Generator**: A dropdown menu labeled 'Select Generator'.
- PPA Document**: A section with a 'Choose Files' button and the text 'No file chosen'.
- Last Bill**: A section with a 'Choose Files' button and the text 'No file chosen'.
- Commissioning Report**: A section with a 'Choose Files' button and the text 'No file chosen'.
- Authorization Letter**: A section with a 'Choose Files' button and the text 'No file chosen'.
- Supporting Document**: A section with a 'Choose Files' button and the text 'No file chosen'.

 At the bottom of the form, there is a note: 'Upload supporting documents to justify your access request.' and two buttons: 'Cancel' and 'Submit'.

Step 3: User shall fill the following details as mentioned in the above screenshot.

Generator Details

- Category – Select the generator category from the dropdown list.

- Subcategory – Select the applicable generator subcategory.
- Generator – Choose the generator for which access is being requested.[PPA Details](#)

Mandatory Document upload

User shall upload the following mandatory documents.

- Last generated Monthly Bill: (File shall be in PDF format and size shall be < 5 MB)
- PPA Document: (File shall be in PDF format and size shall be < 50 MB)
- Commissioning Report: (File shall be in PDF format and size shall be < 5 MB)
- Authorization Letter: (File shall be in PDF format and size shall be < 5 MB)
- Supporting Document (Optional): (File shall be in PDF format and size shall be < 5 MB)

To upload documents user shall follow the following process:

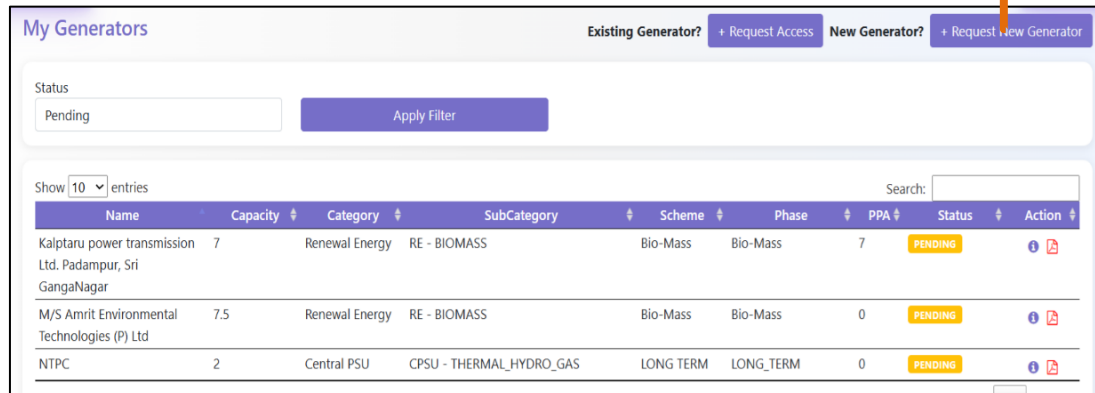
1. Click the **Choose File** button corresponding to the document type.
2. Browse and select the required file from your local system.
3. The selected file will be uploaded to the server and the name will be displayed beside the choose file button, confirming that the document has been attached successfully.
4. Repeat the process for all mandatory supporting documents and click on Save.

Note: Upon clicking the Save button, the request will be submitted to the concerned RUVITL authorities for review and approval. Users can track the status of their request on the landing page. Once the request is approved by the RUVITL authorities, access to the generator will be granted.

5. New Generator Request

The Request New Generator page enables users to register a new generator in the system and request access for bill submission and other related activities. The request is submitted to RUVITL for review and approval. Upon approval, the generator is added to the user's account, allowing bill submission and management activities.

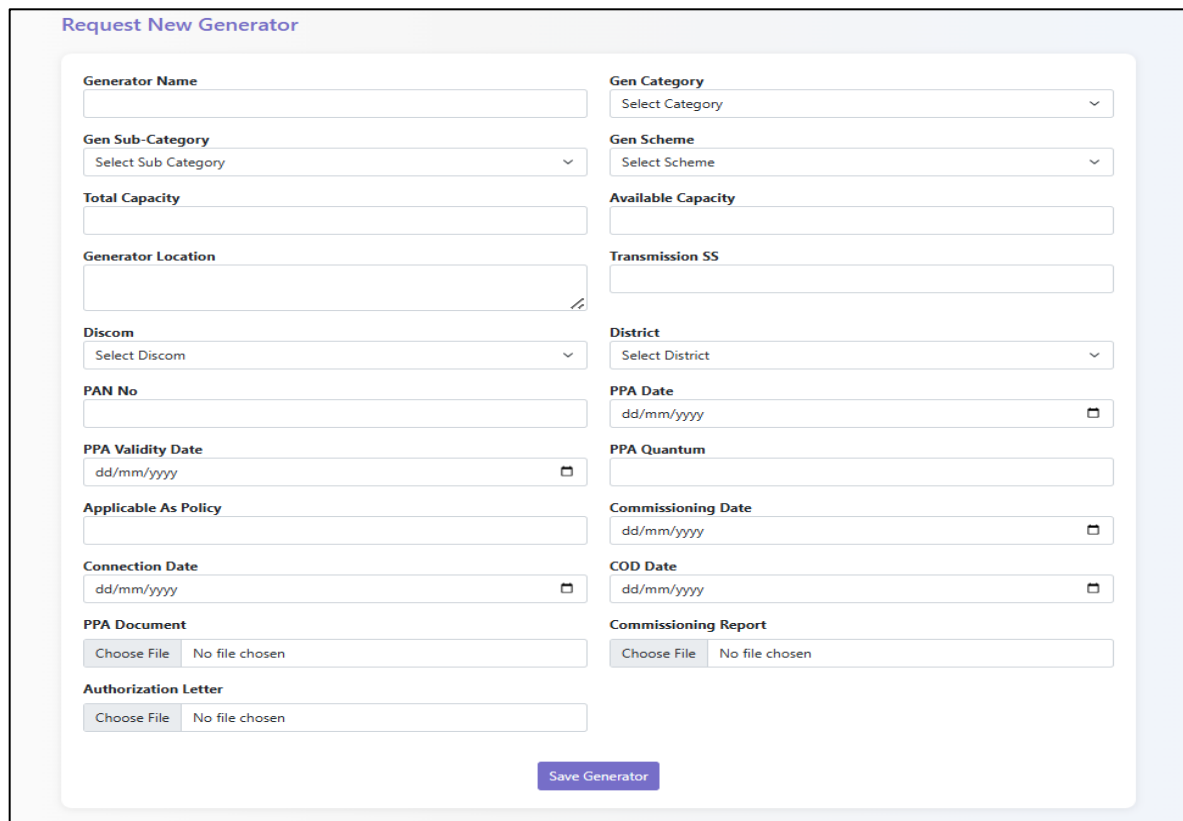
Step 1 : Click on **Request New Generator**.



The screenshot shows the 'My Generators' page with a header bar containing 'Existing Generator?' and '+ Request Access', and 'New Generator?' and '+ Request New Generator'. An orange arrow points from the '+ Request New Generator' button to a callout box. Below the header is a filter section with 'Status' set to 'Pending' and an 'Apply Filter' button. A table lists three generators with columns for Name, Capacity, Category, SubCategory, Scheme, Phase, PPA, Status, and Action. The first two generators are 'Kalptaru power transmission Ltd. Padampur, Sri GangaNagar' and 'M/S Amrit Environmental Technologies (P) Ltd', both with a status of 'PENDING'. The third is 'NTPC' with a status of 'PENDING'.

Name	Capacity	Category	SubCategory	Scheme	Phase	PPA	Status	Action
Kalptaru power transmission Ltd. Padampur, Sri GangaNagar	7	Renewal Energy	RE - BIOMASS	Bio-Mass	Bio-Mass	7	PENDING	 
M/S Amrit Environmental Technologies (P) Ltd	7.5	Renewal Energy	RE - BIOMASS	Bio-Mass	Bio-Mass	0	PENDING	 
NTPC	2	Central PSU	CPSU - THERMAL_HYDRO_GAS	LONG TERM	LONG_TERM	0	PENDING	 

Step 2: The following screen shall open.



The screenshot shows the 'Request New Generator' form with various input fields and dropdown menus. The form is organized into two columns. The left column contains fields for Generator Name, Gen Sub-Category, Total Capacity, Generator Location, Discom, PAN No, PPA Validity Date, Applicable As Policy, Connection Date, PPA Document, and Authorization Letter. The right column contains fields for Gen Category, Gen Scheme, Available Capacity, Transmission SS, District, PPA Date, PPA Quantum, Commissioning Date, COD Date, and Commissioning Report. Each field has a 'Choose File' button and a 'No file chosen' status. A 'Save Generator' button is located at the bottom center.

Step 3: User shall fill the following details as mentioned the above image.

Generator Details

- Generator Name – Enter the name of the generating station/company.
- Gen Category – Select the generator category from the dropdown list.
- Gen Sub-Category – Select the applicable sub-category.
- Gen Scheme – Select the relevant scheme.
- Total Capacity – Enter the total installed capacity of the generator.
- Available Capacity – Enter the available generation capacity.
- Generator Location – Enter the complete location/address of the generator.
- Transmission SS – Enter the associated transmission substation details.

Administrative Details

- Discom – Select the associated Distribution Company.
- District – Select the district where the generator is located.
- PAN No – Enter the PAN number of the generating company.

PPA Details

- PPA Date – Select the effective date of the PPA.
- PPA Validity Date – Select the validity/end date of the PPA.
- PPA Quantum – Enter the contracted quantum/capacity under the PPA.
- Applicable As Policy – Enter the applicable policy or regulatory provision.

Project Milestones Dates

- Commissioning Date – Date on which the project was commissioned.
- Connection Date – Date of grid connectivity.
- COD Date – Commercial Operation Date (COD) of the project.

Mandatory Document upload

User shall upload the following mandatory document.

- PPA Document: (File shall be in PDF format and size shall be < 50 MB)
- Commissioning Report (File shall be in PDF format and size shall be < 5 MB)
- Authorization Letter (File shall be in PDF format and size shall be < 5 MB)

To upload documents, user shall follow the following:

1. Click the Choose File button corresponding to the document type.
2. Browse and select the required file from your local system.
3. Once selected, the file name will be displayed next to the Choose File button, confirming that the document has been attached successfully.
4. Repeat the process for all mandatory supporting documents.

Note: Upon clicking the **Save** button, the request will be submitted to the relevant RUVITL authorities for review and approval of the New Generator. Users can track the status of their request on the landing page. Once the request is approved by the RUVITL authorities, the generator will be added to the system and access will be given to the Generator User.

6. Generator Bill Submission

The Bill Entry screen enables the user to enter the monthly billing and energy details of the selected generator. The system also provides for adjustment of Transmission Loss to arrive at the Net Energy after Transmission Loss.

Step 1: Go to the Menu, click on Create Bill, and select the applicable Bill Entry option. The Billing Details – Enter Invoice / Bill Details screen will be displayed.

Billing Details

Enter Invoice / Bill Details

Fill-in information in relevant fields and submit

Select Discom * RUVITL Select Generator * Yellowstone Greenenergy Pvt. Ltd. (Formerly M...

Select Transaction Type * Debit Bill Type * Select Bill Type

Energy Month * JUN-2026 Bill Month * AUG-2026

Bill Date * dd/mm/yyyy

Energy Details

Export	Import	Net (Exp-Imp)	Net I	Loss (%)	Energy Loss	Net Energy (After Loss)
Export(1)	Import(1)	Net (Exp-Imp)(1)	Net I	Loss (%) (1)	Energy Loss (1)	Net Energy (After Loss) (1)
Export(2)	Import(2)	Net (Exp-Imp)(2)	Net I	Loss (%) (2)	Energy Loss (2)	Net Energy (After Loss) (2)
Export(3)	Import(3)	Net (Exp-Imp)(3)	Net I	Loss (%) (3)	Energy Loss (3)	Net Energy (After Loss) (3)
Export(4)	Import(4)	Net (Exp-Imp)(4)	Net I	Loss (%) (4)	Energy Loss (4)	Net Energy (After Loss) (4)

Energy Export (E) * 0.0000 Energy Import (F) * 0.0000

Adjustment Energy Export * 0 Adjustment Energy Import * 0

Net Energy * 0.0000 KVARh Unit * Kvarh

Transmission Loss% * 0 Net Energy after Transmission Loss * 0

Other Charge (Rs.) * 0

Jaipur Bill No. Jaipur Bill No. Ajmer Bill No. Ajmer Bill No. Jodhpur Bill No. Jodhpur Bill No.

Claimed By RPG Jaipur Claimed By RPG Ajmer Claimed By RPG Jodhpur

save Save as Draft

Step 2: Enter the following details

Enter Invoice / Bill Details section:

- Select Discom – Select the applicable Distribution Company.
- Select Generator – Select the generator for which the bill is being submitted.
- Select Transaction Type – Select the applicable transaction type, such as Debit.
- Bill Type – Select the applicable bill type.
- Energy Month – Select the month for which energy has been supplied.
- Bill Month – Select the applicable billing month.
- Bill Date – Enter/select the bill generation date.

Enter Energy Details:

The Energy Details section provides four separate energy blocks. Enter the applicable details for each block:

Energy Block 1

- Export (1) – Enter the exported energy for Block 1.
- Import (1) – Enter the imported energy for Block 1.
- Net (Exp-Imp) (1) – The system calculates the net energy based on export and import.
- Loss (%) (1) – Enter the applicable loss percentage.
- Energy Loss (1) – The system calculates the energy loss.
- Net Energy (After Loss) (1) – The system calculates the net energy after applying the loss.

Follow the same process for Energy Blocks 2, 3 and 4, entering the respective Export, Import and Loss (%) values. The corresponding Net Energy, Energy Loss and Net Energy after Loss values are calculated/populated by the system.

Enter Consolidated Energy Details

After entering the individual energy blocks, the consolidated energy details are displayed/entered:

- Energy Export (E) – Total energy exported.
- Energy Import (F) – Total energy imported.
- Adjustment Energy Export – Enter the applicable export adjustment. Enter 0 if no adjustment is applicable.
- Adjustment Energy Import – Enter the applicable import adjustment. Enter 0 if no adjustment is applicable.
- Net Energy – The system calculates/populates the overall net energy.
- kVARh Unit – Enter the applicable reactive energy unit.
- Transmission Loss % – Enter the applicable transmission loss percentage. Enter 0 if no transmission loss is applicable.
- Net Energy after Transmission Loss – The system calculates/populates the net energy after considering transmission loss.

- Other Charge (Rs.) – Enter other applicable charges. Enter 0 where no additional charge is applicable..

Enter Discom-wise Bill & Claim Details

Enter the applicable bill number and claimed amount for each Discom:

- Jaipur Bill No. – Enter the bill number applicable to Jaipur Discom.
- Claimed By RPG Jaipur – Enter the amount claimed by RPG for Jaipur.
- Ajmer Bill No. – Enter the bill number applicable to Ajmer Discom.
- Claimed By RPG Ajmer – Enter the amount claimed by RPG for Ajmer.
- Jodhpur Bill No. – Enter the bill number applicable to Jodhpur Discom.
- Claimed By RPG Jodhpur – Enter the amount claimed by RPG for Jodhpur..

Step 3: After entering all applicable information, verify the energy, loss and Discom-wise billing details and select the appropriate option:

- Save – Click Save to save the completed bill details for further processing.
- Save as Draft – Click Save as Draft to retain the entered details and complete or review the bill later.

Step 4: Save the Bill

After entering all the applicable details and attaching the required documents, review the information and select the appropriate option:

- Save – Click Save to save/submit the entered bill details for further processing.
- Save as Draft – Click Save as Draft if the bill is incomplete and needs to be completed or reviewed later.

Step 5: Upon clicking in **Save** the user will be directed to upload the physical bills:

Click on Choose Files under Attach PDF(s) and upload the applicable bill/supporting documents for all the three Discoms.

- One or multiple PDF documents can be selected.
- To add additional documents, use the same file selection option again.
- Uploaded files can be removed before the bill is saved.

Note: Fields marked with an asterisk (*) are mandatory. Users should verify the generator, billing period, meter readings, energy values, bill details, and upload supporting documents before saving the bill.